

CLARIDGE POINTE HOMEOWNERS' ASSOCIATION

Board of Directors Meeting Minutes

September 16, 2021

Board Members Present

Harry Tolles- President/Treasurer
Larraine Lee- Secretary
Sue Durst- Director

Management

Kara Kite
Provisional Community Manager
Western Nevada Management, Inc.

Homeowners/Guests

No homeowners present

Board Absent

Brent West- Director
Carol Passow- Vice President

Call to Order/Determination of Quorum

President, Harry Tolles called the meeting to order at 6:11 PM. Three (3) of the five (5) Board Members were in attendance via Zoom Video Conference which was hosted from the Offices of Western Nevada Management, Inc. located at 255 W. Peckham Lane, Suite 2, Reno, NV 89509.

Homeowner Comments/Open Forum

No homeowners commented at this time.

Minutes

The board reviewed the minutes from July 20, 2021. H Tolles provided correction to management. K. Kite corrected the minutes per H. Tolles.

MOTION: H. Tolles moved to approve the July 20, 2021, minutes with revisions. S. Durst seconded the motion, which carried unanimously.

Financial Statements

The board reviewed the July 2021 financial statements. K. Kite reported as of July 30, 2021, the operating account had \$17,405.25 and the reserve account had \$256,905.10. There is also \$101,757.95 in a CDARS.

MOTION: H. Tolles moved to accept the July 30, 2021, financial statements. L. Lee seconded the motion, which carried unanimously

Association Business

a.) Reserve Study- Resource 1 Building Consultants

The board reviewed the revised Reserve Study submitted by Resource 1 Building Consultants. H. Tolles submitted a 17-page analysis of the received reserve study and noted errors within. H. Tolles reapplied for his Reserve Study Specialist Permit. He drafted a full reserve study for the community. The board will review/approve the Reserve Study once his application has been processed.

MOTION: H. Tolles moved to provisionally accept the reserve study drafted by H. Tolles contingent on the acceptance of his Reserve Study Specialist Permit. L. Lee seconded the motion, which carried unanimously.

b.) 2022 Operating and Reserve Budget

The board reviewed the proposed operating and reserve budget for 2022. The budget proposes a \$3.00/month increase to \$110.00/monthly.

MOTION: H. Tolles moved to approve the proposed 2022 operating and reserve budget at \$110.00/monthly. S. Durst seconded the motion, which carried unanimously.

c.) 2020 Financial Statements Audit

The board reviewed the 2020 Financial Statements Audit provided by Hilburn & Lein, CPAs. The financial audit stated the statements presented fairly and did not report any suspicious activity.

MOTION: H. Tolles moved to approve 2020 Financial Audit provided by Hilburn & Lein CPAs. S. Durst

seconded the motion, which carried unanimously.

d.) 2020 Federal Income Tax Return

The board reviewed the 2020 Federal Income Tax Return which showed a refund of \$21.00.

NO MOTION NEEDED.

e.) Reserve Account FDIC Limits

The board discussed the Reserve Account FDIC limit. As of July 30, 2021, there is \$256,905.10 in the reserve account which exceeds the \$250,000.00 limit. The board would like to look into options for alternative places to invest reserve monies.

NO MOTION NEEDED.

f.) Common Area Tree Pruning/Removal- Alpha Tree Proposal

The board approved the Alpha Tree Proposal in the amount of \$1,600.00 via email. H. Tolles recommended having the arborist back out in November to reassess the trees when they are dormant.

MOTION: H. Tolles made a motion to ratify the approval of the Alpha Tree Proposal in the amount of \$1,600.00. S. Durst seconded the motion, which carried unanimously.

g.) 2021-2022 Snow Removal Contract- Reno Rock Transport

Management has reached out to Reno Rock Transport for the snow removal proposal for the 2021-2022 season.

MOTION: H. Tolles made a motion to approve the 2021-2022 Snow Removal Contract from Reno Rock Transport. L. Lee seconded the motion, which carried unanimously.

h.) 2021 Collection Policy Update

The board reviewed the correspondence received from Gayle Kern's Law offices. The correspondence states changes are required to be made to the current collection policy to accommodate the recent legislative updates for Common Interest Communities. The changes will address the requirement of mailing and emailing all correspondence and the additional guidance placed on violation pertaining to Health, Safety and Welfare issues. The office is offering the revisions to be made for \$175.00 if they drafted the most recent policy, or \$350.00 if the current policy was not drafted by the firm.

MOTION: H. Tolles made a motion to approve the collection policy update prices submitted by Gayle Kern's Office. L. Lee seconded the motion, which carried unanimously.

i.) Legislative Update to Common Interest Communities

a) Legislative Update for Community Association

K.Kite reported the recent legislative updates pertaining to community associations.

Effective immediately: The power for a person to file a complaint with the Division regarding charges pertaining to the preparation and recordation of any amendments to the declaration, statements of unpaid assessment, preparing, copying, expediting, or furnishing of resale documents.

Effective January 1, 2022: The fee for opening or closing any file for each unit must not exceed \$350.00 and may not be increased more than 3% each year. The cost of the demand or intent to lien letter may not exceed \$165.00.

Effective October 1, 2021: No vehicles may be towed solely because of expired registration.

Effective January 1, 2022: CIC (Common Interest Community) containing more than 150 units must maintain a secure Internet website that must contain governing documents, annual budget, agendas, minutes, policies, ect.)

Effective January 1, 2023: The Internet website must provide owners the ability to pay assessments.

Effective October 1, 2021: All notices and communication required to be given to owners must be sent via USPS mail and email address (if provided.)

NO MOTION MADE at this time

Homeowner Comments

No homeowner comments

Items for next agenda

The next meeting is the Annual, Budget Ratification, and Regular Board Meeting scheduled for November 9, 2021.

Adjournment

With no further business to conduct, H. Tolles adjourned the meeting at 6:43 p.m.

Recording Secretary, Kara Kite
Provisional Community Association Manager
Western Nevada Management, Inc.

Attested to by Lorraine Lee, Secretary
Claridge Pointe Homeowners Association